

REQUEST FOR COUNCIL ACTION

15
MEETING

DATE: 4/7/03

AGENDA SECTION:

Organizational Business

ORIGINATING DEPT:

Mayor's Office

ITEM NO.

D-3

ITEM DESCRIPTION: Appointment to the Library Board**PREPARED BY:**

Mayor Brede

I hereby submit for your approval the following appointment to the Library Board:

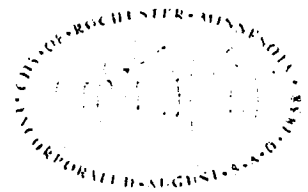
Tonya Holt

4367 Savannah Dr NW

Ms. Holt will fill the expired term of Jeanne Parker. The term runs to January, 2006.



Mayor Ardell F. Brede
201 4th Street SE - Room 281
Rochester, MN 55904-3782
Phone: (507) 285-8080 Fax: (507) 287-7979



CITY OF ROCHESTER VOLUNTEER APPLICATION

14
Name: Tonya Lee Holt
Address: 4367 Savannah Dr. NW Rochester 55901
Phone: Bus. 507-253-3318 Home 507-282-1152
Do you reside within Rochester City Limits? Yes X No
Place of Employment: IBM

I am seeking voluntary service on Library Board Member

Because: I believe I can help the library expand their
level of community based involvement. I believe my
involvement can guide the library in a strategic
direction that involves a commitment to a diverse
community.

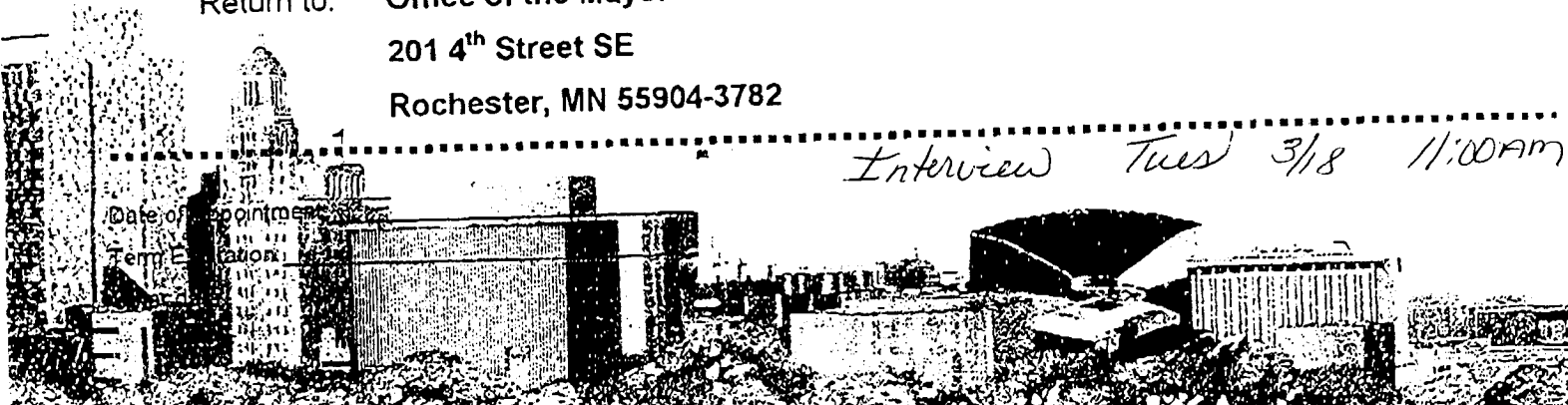
Please provide background information (Education, Special Interests, Achievements,
Previous Employment, Community Involvement) Attach additional information, if desired.

See attached information

Date Submitted: 1-22-03 Signed: Tonya L. Holt

Return to: **Office of the Mayor**
201 4th Street SE
Rochester, MN 55904-3782

Interview Tues 3/18 11:00AM



17.

Tonya Lee Holt

4367 Savannah Dr NW, Rochester, MN 55901

(507)282-1152

tlh@aol.com

Education

Hampton University - Hampton, Virginia
Bachelor of Science Degree- December 1994
English and Early Childhood Education

Graduate courses taken at Virginia State University,
University of Virginia, Winona State University,
University of Minnesota

Professional Experience

IBM, Rochester, MN

Technical Writer

September 2000 - Present

- Created help content to be used in online user help for graphical user interface (GUI) product.
- Designed, wrote, and maintained online documentation for web-based product.
- Developed and managed project plans and schedules.

Manpower, Rochester, MN

Technical Support Representative

August 1999 - September 2000

- Answered telephone and e-mail inquiries from national and international customers regarding the IBM disk drive.
- Demonstrated an ability to give verbal and written technical directions to both technical and non-technical customers.
- Analyzed and resolved technical problems with IBM disk drives.

Child Care Research and Referral, Rochester, MN

Head Start Teacher

August 1998 - August 1999

- Maintained a safe and nurturing environment.
- Provided developmentally appropriate practices.
- Developed and implemented thematic units.

G. W. Carver Elementary School, Richmond, VA

Kindergarten Teacher

January 1995 - August 1998

- Integrated computer technology to support curriculum objectives.
- Accommodated different learning styles and ability levels in the classroom.
- Evaluated and modified classroom lessons to improve student learning.

Community Service

Girl Scouts Council of River Trails Board Member (First Term)
Co-Chair Martin Luther King Talent Show for the NAACP
Co-Chair Black Family Technology Week
Member of Black Network Group (BNET) at IBM
Member of Scholarship Committee for BDPA
Host parent for Rochester Better Chance

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